

Class Code:.....0778
Position #:(PTAA)...
Developed by:.....CY
Reviewed by:.....SG
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Hall Director II
DIVISION: Student Affairs
REPORTS TO: Assistant Director, HRL/Residential Complex
GRADE: 7
SUPERVISES: Graduate and undergraduate students

BASIC FUNCTION:

Serve as chief administrative officer for residence hall(s) housing up to 900 students, on a 24-hour basis. Develop and coordinate educational, cultural, social, and recreational programs with the objective of fostering student development and encouraging a sense of community within the living units. Supervise and train student support staff; supervise/advise hall councils and assist with the advisement of the Residence Hall Association; establish and enforce policies and regulations as designated by the University, division, and department; assist with student adjudication; serve as liaison on issues of building maintenance and custodial services; perform various other administrative functions. This is a live-in, twelve month position, with summer employment expected.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide appropriate resources and support for educational, cultural, social and recreational programs in the residence halls, which will foster personal development, a sense of community and meet the needs of students.

Assist in the development of viable residence hall governing bodies and advise and work with them and the residents in achieving community goals.

Work with the central office staff in the administrative aspects of residential life, including generating routine housing assignment reports, conducting room inspections, completing damage billing work order forms, and conducting closing check out.

Assist the Assistant Director, HRL/Student Conduct and Staff Development in the adjudication of in-hall student conduct cases as necessary.

Provide appropriate counseling and referral services for personal, emotional, and academic needs of students and mediate interpersonal problems.

Counsel and/or advise in the continuing education of special groups within the residence halls (e.g., freshmen, wellness, international).

Mediate group problems in a way which encourages students to take responsibility for their own actions and problem solving.

Follow up on student/parent concerns as instructed by the Director or Assistant Director, HRL/Residential Education.

Implement and enforce laws of the State of Rhode Island and policies and regulations of the University, division or department. Assist as liaison with the University police and residence hall evening security program.

Hire, supervise, train, and evaluate graduate and undergraduate live-in staff.

Participate in regular in-service training and in department and/or division meetings; carry out responsibilities on department and/or division committees as necessary; and participate in professional development workshops.

Monitor physical condition of building on a regular basis and work with Assistant Director, HRL/Housing Facilities on problem resolutions. Meet regularly with the housekeeping staff to achieve a positive building management team.

Organize the execution of such duties as budgeting residence hall funds, educational funds, and supervising the provision of general services. Oversee and assume responsibility for petty cash funds for building(s).

Oversee on-duty programs within residence hall(s) while developing a close team relationship with the assigned evening security staff. Assume responsibility for the use and storage of any building master keys and/or specialty keys, and for reporting any potential security risks to his/her supervisor immediately.

Oversee programming and training which addresses diversity and multiculturalism within college campuses and the larger society.

Respond to building emergencies (e.g., power outages, floods, suicide gestures, and behavioral misconduct) when they occur.

OTHER DUTIES AND RESPONSIBILITIES:

Provide on-call responsibilities for the residence halls on a rotational basis seven evenings a week and weekends during the academic year.

Assist with the instruction of the RA course and other training initiatives.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, spreadsheet and database software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree required at time of appointment, preferably in student personnel or related field. Four years of residential life experience required, preferably including experience as a live-in residence hall supervisor. Full-time live-in residency required for twelve months, with summer employment expected. Must possess the ability to communicate effectively verbally and in writing, be able to interpret institutional policies, plans, objectives, rules, and regulations and to communicate the interpretation to subordinates and others. Must possess strong human relations skills and the ability to deliver oral presentations before groups. Must have had experience working with diverse student populations.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.